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BUILDING SERVICE BRANCH--MONTHLY OPERATIONS REPORT

FOR THE PERIOD 26 March 63 25 April 63

ILLEGIB

DATE PREPARED 26 April 63

	DOCUMENTS	LINE ITEMS
REQUISITIONS PREPARED (FORM 88)	<u>178</u>	<u>497</u>
REQUESTS FOR SUPPLIES (FORM 1490) (MAIL & TUBE) PROCESSED	<u>190</u>	<u>1,251</u>
BACK ORDERED		<u>11</u> ILLEGIB
REQUESTS FOR SUPPLIES (FORM 1490) (COUNTER) PROCESSED	<u>4,367</u>	<u>16,651</u>
BACK ORDERED		<u>157</u> ILLEGIB
GSA REQUISITIONS PREPARED (FORM 1458)	<u>9</u>	<u>113</u>
MOVE REQUESTS (FORM 17)		
CARRIED FORWARD	<u>278</u>	
RECEIVED	<u>1,193</u>	
PROCESSED	<u>1,354</u>	ILLEGIB
PENDING	<u>117</u>	
TYPEWRITER REPAIR REQUESTS	<u>149</u>	
FURNITURE REPAIR REQUESTS	<u>30</u>	
ELECTRIC OFFICE MACHINE REPAIRS	<u>653</u>	
RECEIVING DOCUMENTS PROCESSED		
FORM 88	<u>206</u>	<u>839</u>
FORM 1458	<u>276</u>	<u>581</u>
FORM 17	<u>78</u>	<u>131</u>
OPERATIONAL SUPPLY ROOM		
PTI (FORM 1707)	<u>20</u>	<u>42</u>
LOAN REQUISITIONS (FORM 88)	<u>50</u>	<u>63</u>

PERSONNEL

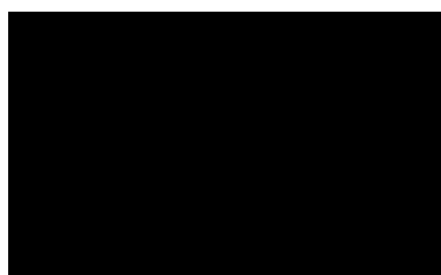
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TOTAL NUMBER OF PERSONNEL
SICK LEAVE USED
ANNUAL LEAVE USED
EMERGENCY LEAVE USED



25X1A1a

FUNDS BEGINNING
TOTAL NUMBER OF MEN
TOTAL HOURS WORKED 1,196 1/2 \$1.40
FUNDS REMAINING



EGIB

25X1A